April 2008

RE: EDExpress for Windows 2008-2009, Release 2.0

Dear EDExpress Users:

Federal Student Aid is pleased to announce the availability of EDExpress for Windows 2008-2009, Release 2.0. Release 2.0 adds Federal Pell Grant (Pell Grant) and William D. Ford Federal Direct Loan (Direct Loan) functionality for the 2008-2009 award cycle.

Note: The Pell Grant module includes 2008-2009 origination and disbursement functionality for the Academic Competitiveness Grant (ACG) and the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant).

About this Cover Letter

This letter includes the following information:

- An overview of EDExpress 2008-2009, Release 2.0

- Microsoft Vista information update

- A list of 2008-2009 enhancements available in Release 2.0

- Results gathered from EDExpress benchmark testing

- Reminders on backing up and optimizing your EDExpress database

Schools send and receive Pell Grant, ACG, National SMART Grant, and Direct Loan origination and disbursement data to and from the Common Origination and Disbursement (COD) System using the Common Record's e**X**tensible **M**arkup **L**anguage (XML) format. EDExpress converts the data to XML format automatically during the export process and can import files returned from the COD System in XML format.

2008-2009 Federal Pell Grant Payment and Disbursement Schedules

As noted in an [Electronic Announcement](#) posted on December 27, 2007, the Federal Fiscal Year 2008 appropriations bill and the College Cost Reduction and Access Act (CCRAA) of 2007 established the maximum Federal Pell Grant award for the 2008-2009 Award Year at $4,731, set the minimum Pell Grant award at $890, and set the maximum Expected Family Contribution (EFC) that a student can have to be eligible to receive a Pell Grant at 4041.

These changes are documented in the 2008-2009 Federal Pell Grant Payment and Disbursement Schedules published in [Dear Colleague Letter P-08-01](#) on the Information for Financial Aid Professionals (IFAP) Web site, located at [ifap.ed.gov](#).

We began processing new 2008-2009 application and correction records according to the updated Pell Grant payment and disbursement schedules on January 13, 2008. We also reprocessed 2008-2009 Institutional Student Information Records (ISIRs) on January 28, 2008 for students who applied before January 13, 2008 and were impacted by the change in the maximum Pell Grant eligible EFC from 4110 to 4041. EDExpress 2008-2009 users should import all reprocessed ISIR transactions (**File**, **Import**, **App Express**, **ISIR Data**) sent by Federal Student Aid to ensure the most accurate and recent student data is loaded in your database. For more information, see the [Electronic Announcement](#) posted to the [IFAP](#) Web site on January 25, 2008.

The EDExpress 2008-2009 Release 2.0 Pell Grant module's Calculate Award Amount for Entire School Year? process calculates Pell Grant awards according to the 2008-2009 Pell Grant Payment and Disbursement Schedules.

Release 2.0 Updates Related to 2008-2009 Pell Grant Payment and Disbursement Schedule

The following software updates related to the 2008-2009 Pell Grant Payment and Disbursement Schedules, listed by module, are available in EDExpress 2008-2009, Release 2.0:

EDExpress Global

- We updated the Pell Regular Schedule tab (available under **Tools**, **Browse**, **Global**) to reflect the updated 2008-2009 Pell Grant Payment and Disbursement Schedules.

EDExpress Packaging

- We updated the Package and Repackage processes to award Pell Grants (Packaging Aid Type = F) according to the 2008-2009 Pell Grant Payment and Disbursement Schedules.

If you create Packaging records by importing ISIR data, you should re-import ISIR data for student records impacted by the January 28, 2008 ISIR reprocessing. This ensures the Pell Eligibility field on the Packaging record is set correctly. You must unpackage student records at a Packaging Status of **P** (Packaged), **M** (Manually Adjusted), or **H** (Hand Packaged) to import new ISIR transactions. You may want to print the Packaging Record for impacted students before unpackaging so you have a record of the funds you originally awarded to them (in case you want to recreate the awards).

After you import all reprocessed ISIR data into the Release 2.0 Packaging module, run the Package process for the impacted student records. If you did not receive reprocessed ISIR data, you should run the Repackage process for students with Pell Grant awards after upgrading to Release 2.0. This ensures your students' Pell Grant awards follow the updated 2008-2009 Pell Grant payment and disbursement schedules.

Reminder: As part of the CCRAA, Federal Student Aid eliminated the Alternate Pell Grant Payment and Disbursement Schedules for Students with Low Assessed Tuition. All 2008-2009 Pell Grant awards must be calculated according to the Regular Pell Grant Payment and Disbursement Schedules published in Dear Colleague Letter P-08-01. To maintain compliance with this regulatory change, do not use the Low Tuition field on the Packaging Awards tab or award Pell Grant funds according to the Pell Alternative Schedule displayed in Global Browse (under **Tools**, **Browse**, **Global**). For more information and guidance regarding this issue, see the Electronic Announcement posted to the IFAP Web site on October 12, 2007.

Upcoming EDExpress 2008-2009 Releases

EDExpress 2008-2009, Release 2.0, does not include functionality needed to support the processing of Teacher Education Assistance for College and Higher Education (TEACH) Grant awards for 2008-2009. The TEACH Grant was established by the CCRAA and is effective July 1, 2008. This release also does not include functionality needed to support regulatory changes related to late disbursements and maximum loan period/academic year length.

Shortly after a COD System implementation planned for June 28, 2008, we will update EDExpress 2008-2009 to add TEACH Grant origination and disbursement functionality and other features such as TEACH Grant reports, query, and multiple entry. The forthcoming release will also include functionality needed to support regulatory changes related to late disbursements and maximum loan period/academic year length.

Future EDExpress 2008-2009 enhancement releases will add functionality for importing TEACH Grant reports sent by the COD System.

We will communicate the details related to future EDExpress 2008-2009 releases, as well as all necessary operational implementation guidance, through Electronic Announcements on the IFAP Web site.

How to Get EDExpress and Documentation

You can download Release 2.0 and related user documentation from ED's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

Instructions for downloading EDExpress are located in the "Downloading Documentation and Software from the FSAdownload Web Site" section of the *2008-2009 Installation Guide for EDExpress for Windows*.

Note: Some organizations restrict their users from downloading programs from Internet sites. If you have trouble downloading, contact your technical support staff to ensure that you have full download rights.

If You Have Technical Support Questions

Contact CPS/SAIG Technical Support if you have questions regarding EDExpress installation or functionality, have trouble accessing the FSAdownload Web site, or you require other technical assistance.

You can reach CPS/SAIG Technical Support Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947** (**TDD/TTY 800/511-5806**). You can also send e-mail inquiries, comments, or suggestions to CPSSAIG@ed.gov. A representative will respond within one business day.

You can also post questions regarding EDExpress on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, go to fsa4schools.ed.gov, click "Listserves/Mailing Lists" on the left menu, and click the "FSATech listserv" link.

If You Have Questions Regarding the COD System

If you have any questions about the COD System, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@acs-inc.com.

Table of Contents

EDExpress for Windows 2008-2009, Release 2.0

EDExpress for Windows 2008-2009, Release 2.0 adds two software modules:

- Pell Grant (including ACG and National SMART Grant)

- Direct Loan

In addition, Global functionality applicable to all modules, such as Security setup, Document Tracking setup, and User Database setup and entry is added during any installation of EDExpress.

EDExpress 2008-2009, Release 1.0, posted in January 2008, contained the Application Processing and Packaging modules. If you have not installed Release 1.0, you can install these two modules using Release 2.0.

Release 2.0 is an upgrade to Release 1.0, and will not overwrite your Release 1.0 database unless you choose the Network Server or Stand Alone Full installation options.

For more information on the EDExpress installation process, see the *Installation Guide for EDExpress for Windows 2008-2009*, which is available for download from the FSAdownload Web site at fsadownload.ed.gov/softexpress0809.htm.

Section 508 Compliance

To comply with Section 508 of the Rehabilitation Act, EDExpress 2008-2009 is compatible with screen reader technology used by the visually impaired. Screen reader software cannot interpret color shading in EDExpress software entry fields or directly read the contents of software grid cells. To accommodate these restrictions, EDExpress 2008-2009 includes the following features:

- All EDExpress fields that are shaded yellow to indicate they are required also display a "-R" after the software label. The "-R" indicates the field is required.

- All EDExpress fields that are shaded blue after a previously saved value has been modified also display a "-C" after the software label. The "-C" text indicates the field has been changed. If the change is made to a field that is shaded yellow, the "-C" text replaces the "-R" text after the label.

- All EDExpress grids display "floating" text descriptions of the contents of grid cells when cells are selected. The text displays one cell above (or below, if the first cell is selected) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value. Clicking once in a cell, or using the Tab key or arrow keys to move to a cell, displays the text. Clicking a second time, or using the Tab key or arrow keys to move from a cell, hides the text.

- Floating text is always enabled for the SYSADMIN user ID and always displays in the Startup Information dialog box. To disable the floating text, go to **Tools**, **Setup**, **Security Users** and create a new user ID and password. Exit EDExpress, and then log back in with your new user ID and password. For all user IDs other than SYSADMIN, floating text is disabled by default. To enable floating text, select the **Enable 508 Grid Functionality?** checkbox in the Security Users dialog box.

Note: Users will always see the "-R" and "-C" labels added to software fields.

Product Updates for Microsoft Windows Vista

At this time, we have not certified the Microsoft Corporation's Windows Vista as a supported operating system for EDExpress or the other EDESuite software products. This guidance also applies to the Local Area Network (LAN) or "server" version of Windows, known as Windows Server 2008, which we understand will be released by the Microsoft Corporation in 2008. We will communicate about additional supported operating systems after completion of our certification process.

Product Enhancements

The following product enhancements have been incorporated into EDExpress 2008-2009, Release 2.0.

Note: Some enhancements listed below were originally made available to users in Release 1.0. We are repeating the enhancements here for the benefit of users installing EDExpress 2008-2009 for the first time. For more information on 2008-2009 enhancements to Application Processing, Packaging, and Global functionality, see the *EDExpress for Windows 2008-2009, Release 1.0 Cover Letter*, which is available for download from the FSAdownload Web site at fsadownload.ed.gov/softexpress0809.htm.

General Changes

- **Updated Cycle References and Message Classes –** We updated software labels, online help, reports, and other functionality throughout EDExpress to reference the 2008-2009 cycle. Message classes with cycle indicators are also updated for 2008-2009 in File Management (**Tools**, **Setup**, **Global**, **File Management**) and in various Import and Export dialog boxes throughout EDExpress.

- **Updated EDExpress Icon and Splash Screen Color Updated to Match 2008-2009 FAFSA –** The EDExpress software's Windows icon and splash screen (which displays when you start the software in Windows) have been colored orange to match the 2008-2009 FAFSA form.

- **Updated HERA Overview Help Topics –** We updated Help topics available in Pell, Direct Loan, COD, and Query online Help for 2008-2009 that provide detailed information and guidance on EDExpress changes related to the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. The topics are titled "Academic Competitiveness Grant (ACG)," "National Science and Mathematics Access to Retain Talent (SMART) Grant," "Graduate and Professional Student PLUS Loan (Grad PLUS)," and "Other HERA Changes Overview." The topics can be accessed by clicking **Help**, **Help Topics** from the EDExpress menu bar, selecting the **Index** tab, and typing the name of the topic you want to view.

ED-Initiated Import

- **Updated ED-Initiated Import Message Class for ACG Data File –** The 2008-2009 version of the ACG Data File (message class ED2009OP) can be imported and printed using the EDExpress Global ED-initiated Import function. The ACG Data File contains ACG student self-identification data entered on FAFSA on the Web or FAA Access to CPS Online, or by calling the FSAIC, and can be used as part of eligibility determination and verification procedures. The report is print-only, and the data is not stored in the EDExpress database. You must define the ACG Data File message class in **Tools**, **Setup**, **Global**, **ED Initiated Imports** before you can import ACG Data Files. A record layout for the ACG Data File is available in the "Record Layouts" section of the *2008-2009 Electronic Data Exchange (EDE) Technical Reference*, available on the FSAdownload Web site, located at fsadownload.ed.gov.

  Note: Due to a limitation in the number of comment codes that can be assigned to a given ISIR transaction, ACG-related comment codes may not always appear on the ISIR for ACG-eligible students. Be sure to check ACG Data Files (ED2009OP) for additional ACG eligibility information.

- **Added High School Graduation Year to ACG Data File –** We added High School Graduation Year to the information collected during the ACG self-identification process on FAFSA on the Web and include the data in the ACG Data File (ED2009OP), which can be imported into EDExpress.

NSLDS View and Print

- **New and Relabeled ACG and National SMART Grant NSLDS Data Elements on ISIR Record** – Five new NSLDS data elements for the ACG and National SMART Grant are included in the 2008-2009 ISIR record:

  - Percent Eligibility Used by Scheduled Award

  - Total Percent Eligibility Used by Academic Year Level

  - Award Year

  - ACG Scheduled Award

  - National SMART Grant Scheduled Award

We also relabeled the NSLDS element "Year in School" to "Academic Year Level."

NSLDS data elements included in the ISIR record are viewed in EDExpress from a student's record (**View**, **NSLDS**) or printed on the NSLDS report (**File**, **Print**, **App Express**, **NSLDS**).

- **Relabeled Pell-Specific NSLDS Data Elements in View and Print** – In the NSLDS Financial Aid History dialog box, we updated the Pell label "% Scheduled Award Used" to "% Scheduled Award Used by Award Year."

- **Added Loan-Specific NSLDS Flags to View and Print** – Three new loan-specific fields have been added to the NSLDS information returned in the ISIR record: "Undergraduate Subsidized Loan Limit Flag," "Undergraduate Combined Loan Limit Flag," and "NSLDS Fraud Loan Flag." These fields appear in the NSLDS Financial Aid History dialog box (**View**, **NSLDS**) and on the ISIR report.

- **Relabeled Loan-Specific NSLDS Flags in View and Print** – In the NSLDS Financial Aid History dialog box, we changed the label "Subsidized Loan Limit Flag" to "Graduate Subsidized Loan Limit Flag" and the label "Combined Loan Limit Flag" to "Graduate Combined Loan Limit Flag."

Pell Grant, ACG, National SMART Grant and Direct Loan Data Processing

- **Updated Valid Date Ranges** – We updated valid date ranges for Pell Grant, ACG, National SMART Grant, and Direct Loan processing for the 2008-2009 processing cycle to synchronize EDExpress with the COD System's edits and federal policy. These date ranges include:

Field	Range
ACG, National SMART Grant, and Pell Grant Enrollment Date	01/01/2008 to 06/30/2009
ACG, National SMART Grant, and Pell Grant Payment Period Start Date	01/01/2008 to 06/30/2009
ACG, National SMART Grant, and Pell Grant Disbursement Date	07/01/2008 to 09/30/2014
DL Date of Birth	01/01/1909 to 12/31/2000
DL Award Begin Date	07/02/2007 to 06/30/2009
DL Award End Date	07/01/2008 to 06/29/2010
DL Academic Year Start Date	07/02/2007 to 06/30/2009
DL Academic Year End Date	07/01/2008 to 06/29/2010
DL Disbursement Date (All loan types)	06/22/2007 to 10/27/2010

Pell Grant Enhancements (including ACG and National SMART Grant)

The following enhancements solely affect the Pell Grant module:

Origination Entry

- **Relabeled "College Year" as "Academic Year Level"** – We relabeled the ACG and National SMART Grant Origination tab field "College Year" to "Academic Year Level."

- **Revised Warning Message for $0 Award Amount for Entire School Year** – EDExpress now displays the following warning message if you try to save a Pell Grant, ACG, or National SMART Grant origination record with an Award Amount for Entire School Year of $0: "The Award Amount for Entire School Year is zero. If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. If this is a correction and you are zeroing out a previous award amount, COD will accept this."

- **Added Citizenship Status Edit for ACG, National SMART Grant Records** – ACG and National SMART Grant origination records can now only be created for students with a Citizenship Status of **1** (U.S. Citizen) or **blank**. The Citizenship Status field is located on the Demo tab.

- **Additional Data Edits for ACG Records** – In addition to checking the citizenship status, EDExpress now limits your choice of Academic Year Level to **0** (1st Year/never attended college), **1** (1st Year/attended college before), or **2** (2nd Year/sophomore) on ACG origination records. Additionally, EDExpress now prevents records from being saved under the following conditions:

  – Award Amount for Entire School Year exceeds $750 for Academic Year Level **0** or **1** or $1300 for Academic Year Level **2**

  – Eligibility/Payment Reason is **01** (High School Program) and High School Program Code is **blank**

- **Additional Data Edit for National SMART Grant Records** – In addition to checking the citizenship status, EDExpress now limits your choice of Academic Year Level to **3** (3rd Year/Junior) or **4** (4th Year/senior) on National SMART Grant origination records.

Disbursement Entry

- **Added Disbursement Edits for ACG and National SMART Grant Based on Funding Method** – EDExpress now prevents ACG and National SMART Grant actual disbursements (Disbursement Release Indicator [DRI] checkbox selected [set to True]) meeting the following conditions from being saved:

  – Funding Method from Pell School setup is Advance Pay, Pushed Cash, Just-In-Time, or Cash Monitoring 1 and the current system date is greater than seven days before the disbursement date

– Funding Method from Pell School setup is Cash Monitoring 2 or Reimbursement and the current system date is more than zero days before the disbursement date

Multiple Entry

- **Added Student's First, Last Name to Pell Grant, ACG, and National SMART Grant Multiple Entry** – The student's first and last names appear on the Pell Grant, ACG, and National SMART Grant Multiple Entry Select Records grids, making it easier for you to locate and select students you want to update.

Import

- **Student's First or Last Name Required in External Origination Add/Change Records** – The student's first or last name is now required in External Origination Add/Change import records for Pell Grant, ACG, and the National SMART Grant.

- **ACG and National SMART Grant Import Edit Reports Display Total Percent Eligibility Used by Academic Year Level** – EDExpress prints the new ACG and National SMART Grant data element Total Percent Eligibility Used by Academic Year Level on the Import Edit Records report for Common Record Response files with Document Type Codes of RS or ND but does not store the data element in the database.

- **Added Pell Grant, ACG, and National SMART Grant Data Elements to Year-to-Date (YTD) Files** – The new Pell Grant, ACG, and National SMART Grant data elements Percent Eligibility Used by Scheduled Award and Total Eligibility Used by Academic Year Level are included in the Pell Grant, ACG, and National SMART Grant YTD Data files. We also added the Scheduled Award field to ACG and National SMART Grant YTD Data files (the field is already included in Pell Grant YTD Data and Pell MRR files). However, EDExpress does not store or print these data elements or use them when generating the Compare and Print Exceptions? report.

- **Added ACG and National SMART Grant Data Elements to Multiple Reporting Record (MRR) Files** – The new ACG and National SMART Grant data elements Percent Eligibility Used by Scheduled Award, Total Eligibility Used by Academic Year Level, and Scheduled Award are included in ACG and National SMART Grant MRR files, but only Percent Eligibility Used by Scheduled Award prints on the Import Edit report (as "Eligibility Used"). EDExpress does not store or print the data elements.

Print

- **Relabeled Fields on Pell Grant, ACG, National SMART Grant Electronic Statement of Account (ESOA) Reports** – On the Pell Grant, ACG, and National SMART Grant versions of the ESOA, we relabeled "Pell School Number" as "Pell Reporting School Identifier" and "Common School Identifier" as "Entity Identifier."

Query, File Formats, Browse

- **Added Grant Type to Query, File Formats, Browse** – The Grant Type field (ACG, Pell, or National SMART) can now be used in queries (Pell Query dialog box), exported in file formats (Pell Grant File Format dialog box), and is displayed on the Origination and Disbursement tabs in the Browse Pell dialog box.

Direct Loan-Specific Enhancements

The following enhancements solely affect the Direct Loan module:

Setup

- **Origination Fee Defaults to 2.0% for Subsidized and Unsubsidized Loans** – The HERA made changes to the Higher Education Act of 1965 to reduce the loan fee charged to Stafford borrowers in the Direct Loan Program. This fee dropped, or will drop, to 2.5 percent on July 1, 2007; 2.0 percent on July 1, 2008; 1.5 percent on July 1, 2009; and 1.0 percent on July 1, 2010.

  In EDExpress for Windows 2008-2009 Release 2.0, the Sub/Unsub Loan Fee Percentage in COD School setup (Direct Loan) defaults to the reduced origination fee percentage (2.0 percent) for 2008-2009 Stafford Subsidized and Unsubsidized loans.

  If you are originating loans for 2008-2009 with the earliest disbursement date prior to July 1, 2008, you must be sure to change the Sub/Unsub Loan Fee Percentage field to a value of **2.500** in COD School setup prior to originating those loans. However, if you subsequently need to originate 2008-2009 loans with the earliest disbursement date on or after July 1, 2008 and prior to July 1, 2009, you must change the Sub/Unsub Loan Fee Percentage field back to a value of 2.000 in COD School setup prior to originating those loans.

  If you are originating loans for 2008-2009 with the earliest disbursement date on or after July 1, 2008 and prior to July 1, 2009, you do not need to make any change to the Sub/Unsub Fee Percentage field in COD School setup. However, if you import Prior Year User-Defined Queries, Setup and File Formats from EDExpress for 2007-2008 into EDExpress for 2008-2009 with the COD School (Direct Loan School) checkbox selected, be aware that the default value for the Sub/Unsub Loan Fee Percentage will be set to **2.500**. Make sure that you return the Sub/Unsub Loan Fee Percentage value in COD School setup (Direct Loan) to the 2008-2009 default of **2.000** before you originate any subsidized or unsubsidized loans with the earliest disbursement date on or after July 1, 2008.

  If you are originating loans for 2008-2009 with the earliest disbursement date on or after July 1, 2009, you must be sure to change the Sub/Unsub Loan Fee Percentage field to a value of **1.500** in COD School setup prior to originating those loans.

  Refer to the "Direct Loan Origination Fee" section of the "Other HERA Changes Overview" topic in the EDExpress online Help for details about how to correct loan records with an incorrect loan origination fee.

Import

- **Message Classes Updated for Entrance/Exit Counseling Results and Borrower Delinquency Report** – The message classes from the Direct Loan Servicing Web site for the Direct Loan Entrance Counseling Results, the Direct Loan Exit Counseling Results, and the Direct Loan Delinquent Borrowers report are now non-cycle-specific and do not change from year to year. The new message classes are as follows:

    – Entrance Counseling Results: **DECFENOP**

    – Exit Counseling Results: **DLFFEXOP**

    – Borrower Delinquency Report: **ED04DQOP**

Print

- **Calculation Logic for Origination/MPN Percentages Updated for List-Status Report** – When calculating the origination percentages and the MPN percentages that display on the last page of the List-Status report, EDExpress now uses the total number of student origination records printed on the report as the divisor.

2008-2009 COD Technical Reference

The *2008-2009 COD Technical Reference* provides technical specifications and record layouts for transmitting Pell Grant and Direct Loan data to the COD System. You can download this technical reference from the FSAdownload Web site, located at fsadownload.ed.gov.

EDExpress Benchmarking

We performed benchmarking tests on the EDExpress for Windows 2008-2009, Release 2.0 software to determine how it operates in certain operating environments. These tests were all completed on a Pentium 1.2 GB MHz with 512 MB RAM.

Imports

The benchmarking results for EDExpress import files are as follows:

- These imports were imported into an empty EDExpress database.

- The Benchmarking Volume is the type and number of records that were imported in the test.

- The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box to begin the import process until the import statistics are displayed.

Direct Loan

Import	Operating System	Benchmarking Volume	Time Elapsed
External Add	Windows 2000	1000 records	2 min, 48 seconds
	Windows XP	1000 records	2 min, 40 seconds
ISIR Import	Windows 2000	1000 records	51 seconds
	Windows XP	1000 records	50 seconds

Pell Grant/ACG/National SMART Grant

Import	Operating System	Benchmarking Volume	Time Elapsed
YTD Data	Windows 2000	2050 records	10 seconds
	Windows XP	2050 records	9 seconds
Origination Data – ISIRs	Windows 2000	1000 records	10 seconds
	Windows XP	1000 records	9 seconds

Reports

The benchmarking results for EDExpress reports and lists are as follows:

- The Benchmarking Volume is the number of records or approximate number of pages that were printed in the test.

- The Time Elapsed column indicates the length of time starting when the user clicks OK in the EDExpress Print dialog box and ending when the operating system's (Windows 2000/XP) Print dialog box displays.

Direct Loan

Report	Operating System	Benchmarking Volume	Time Elapsed
List–Anticipated Disbursements	Windows 2000	5 records, 10 pages	1 second
	Windows XP	5 records, 10 pages	1 second
Sub/Unsub/PLUS/Grad PLUS MPNs	Windows 2000	2 notes, 4 pages	1 second
	Windows XP	2 notes, 4 pages	1 second

Pell Grant/ACG/National SMART Grant

Report	Operating System	Benchmarking Volume	Time Elapsed
Origination Record	Windows 2000	3 records, 6 pages	1 second
	Windows XP	3 records, 6 pages	1 second
Disbursement List	Windows 2000	32 records, 4 pages	1 second
	Windows XP	32 records, 4 pages	1 second

Reminders

Back Up Your Database Regularly

You should back up your EDExpress database file (**expres89.mdb**) regularly so you do not lose your data. We recommend that you back up your files after each major update to your database (for example, after updating a large group of student records), or at least once a week. You should also back up your data before and after you run the software utilities as a precautionary measure.

EDExpress does not include a backup utility. You must use your own backup system. Be sure to test your backup system regularly to verify that you can reliably restore your database.

Optimize Your Database with Software Utilities

EDExpress contains utilities enabling you to optimize your database to prevent problems. We recommend that you run the Compact and Repair Database and Verify Database utilities at least once a week. Be sure to create a backup of your database before and after running these utilities.

Run the software utilities in the following order:

- Compact and Repair Database

- Verify Database

- Compact and Repair Database

Run the Compact and Repair Database Utility

The Compact and Repair Database utility resolves inconsistencies in record storage and improves the performance of the EDExpress database. Running this utility at least once per week helps to prevent database problems.

Events such as a power outage or a Local Area Network (LAN) failure can corrupt your database if it occurs while users are logged into EDExpress. If your system functions unpredictably (for example, you start getting database error messages), run the Compact and Repair Database utility.

Running the Compact and Repair Database utility on a regular basis can make your database significantly smaller and improve EDExpress' performance. The utility reduces the size of your database by organizing and storing records more efficiently and removes records flagged for deletion.

Warning: Before using the Compact and Repair Database utility, be sure you have space on your hard drive or LAN folder that is at least three times the current size of your EDExpress database. You should also ensure all other users are logged out of EDExpress before running the Compact and Repair Database utility.

Run the Verify Database Utility

Each student record in EDExpress has multiple parts that are stored in different database tables. The Verify Database utility checks the integrity of relationships between these tables. If EDExpress shuts down due to a program error or halts abnormally while you are processing data, links between various parts of a record may become damaged. Verify Database repairs these damaged links within the database.

You should run the Compact and Repair Database utility before and after running the Verify Database utility. Running this utility at least once per week is recommended as part of your preventative maintenance routine.

Warning: Before using the Verify Database utility, ensure you have hard drive or LAN folder space available equal to at least three times the current size of your EDExpress database. You should also ensure all other users are logged out of EDExpress before running the Verify Database utility.